



**IOWA**  
Department of  
Natural Resources

Environmental Management Systems Pilot Program

## Overview of the EMS Pilot Program

Kick-off Workshop  
November 17-18, 2009





**GRESHAM  
SMITH AND  
PARTNERS**

## EMS Pilot Program Quick Overview

- ◉ Guidelines from HF 2570 and 10 EMS Elements
- ◉ Role of Council
  - Oversight of Program Implementation
  - Provides Assistance and Program Oversight
  - Evaluates Overall EMS Implementation
- ◉ Role of Pilots
  - Successfully Complete EMS Implementation
  - Share Ideas, Networking, Success Stories
- ◉ Role of GS&P
  - Assistance, Coaching, Example Documents
  - Troubleshooting and Guidance



## Goal

Successfully Implement an  
Environmental Management System  
(EMS) Over the Next 12 Months

### “Successful Implementation”

- ⦿ 10 Elements of the EMS are in Place and Functioning
  - Perfection is Not Expected!
  - Process of Continual Improvement is Implemented
- ⦿ EMS is Providing Real and Measurable Environmental Improvements
  - With a Focus on the Six Plan Components
    - Yard Waste Management
    - Hazardous Household Waste Collection
    - Water Quality Improvement
    - Greenhouse Gas Reduction
    - Recycling Services
    - Environmental Education
- ⦿ Ease EMS Implementation for Future Participants



## EMS Pilot Participants Plan



- ◎ GS&P Will Coach Six Pilot Participants Through the 10 Elements of an EMS as Defined by Iowa in 12 Months
  - Balance Group Training with Individual Coaching
- ◎ Components of the Plan
  - Kick-Off Meeting
  - Quarterly Meetings
  - Monthly Conference Calls
  - Pilot Site Visits
  - Pilot Participant Website
  - Annual Compliance Report
  - Final Report to Council



## Kick Off Workshop and Quarterly Meetings



- ◎ Provide Training on Each of the 10 Elements of the EMS
  - Lecture with Power Point Presentations
  - Exercises
  - EMS Examples
  - Field Exercises, as Appropriate
  - Sharing Between Pilots
  - Discussion of Lessons Learned and Successes
  - “Homework” Between Meetings



## Kick Off Workshop

- EMS Elements to Be Covered
  - Environmental Policy Statement
  - Objectives and Targets
  - Action Plan
  - Monitoring and Measurement
  - Identify Key Resources and Additional Needs
- Other Topics to Support Elements
  - EMS Fenceline
  - EMS Gap Analysis
  - Involving Senior Management
  - Identifying EMR and EMS Core team
  - Documentation and Records
- Project Website / Identifying Pilots' Next Steps



## Quarterly Meetings

### First Quarterly Meeting

- Review of Progress
- EMS Refresher
- Review Objectives and Targets
- Discuss Action Plans and Needed resources
- Environmental Impacts and Significance
- Environmental Impacts Exercise
- Legal and Other Requirements

### Second Quarterly Meeting

- Review of Progress
- EMS Refresher
- Review Action Plans
- Communication, Training and Awareness
- Monitoring and Measurement
- Assessment

### Third Quarterly Meeting

- Review of Progress
- EMS Refresher
- Review Procedures – Communication, Monitoring, Assessment
- Re-evaluation and Modification
- Annual Compliance Report (Draft)

### Fourth Quarterly Meeting

- Review of Progress
- EMS Refresher
- Review of Accomplishments and EMS Status
- Updating the EMS
- How to Continually Improve
- Annual Compliance Report (Final)



## Monthly Conference Calls

- Individual Conversation with Each Pilot
- Problem and Roadblock Discussions
- One-on-one Assistance with Issues
- Discussion of Homework Review
- Documentation of Lessons Learned and Successes

***Please See Sign Up Sheet for December and January***



## Pilot Site Visits

- GS&P will Conduct up to Two Site Visits with each Pilot and will Focus on Specific Areas of Needed Assistance:
  - Training for EMS Core Team/Staff
  - Areas of Difficulty
  - Assessment/Re-Evaluation Process



## Pilot Participant Website

- ◉ Shared Website to Upload and Share Documents
- ◉ Provide Links and Other Resources
- ◉ Schedules With Milestone Due Dates
- ◉ Posting of "Homework" Assignments
- ◉ Upload Shared Lessons Learned and Successes
- ◉ <https://projects.gspnet.com>



## Project Websites

**Available projects to Tom Dietrich:**

[A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) [ALL](#)

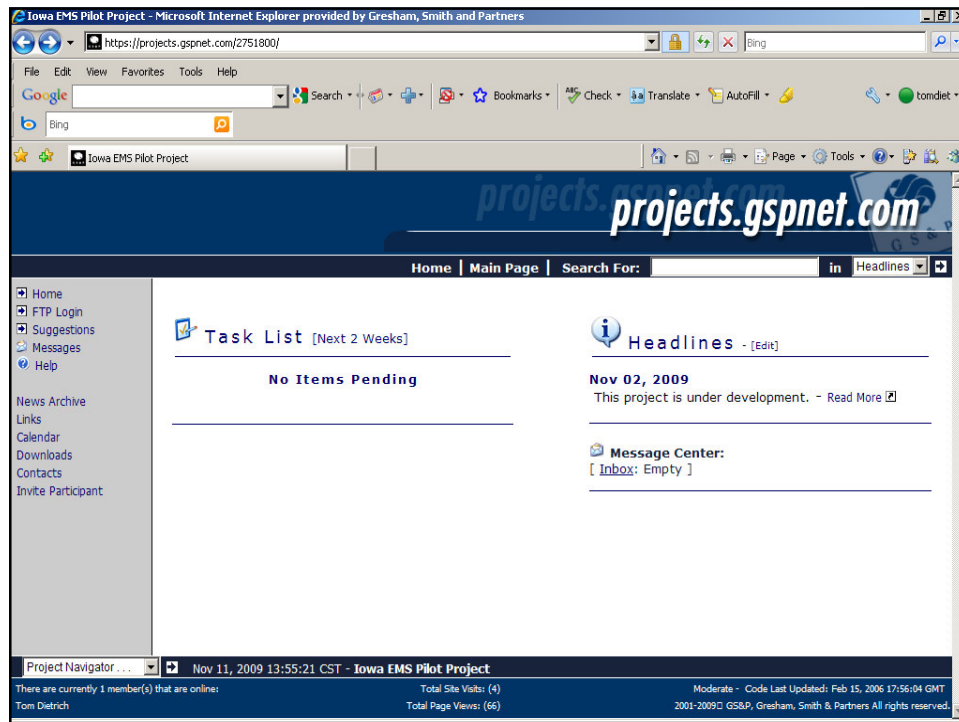
**Iowa EMS Pilot Project**  
[Files](#) [Calendar](#) [Contacts](#)  
 Members: (4) Total Visits: (7) Last 24hrs: (2)  
 Last Visit: Mon, 16 Nov 2009 11:21:37 -0600

**Cass County Landfill**  
[Files](#) [Calendar](#) [Contacts](#)  
 Members: (4) Total Visits: (1) Last 24hrs: (1)  
 Last Visit: Mon, 16 Nov 2009 15:21:56 -0600

**Cedar Rapids Linn County Solid Waste Agency**  
[Files](#) [Calendar](#) [Contacts](#)  
 Members: (4) Total Visits: (1) Last 24hrs: (1)  
 Last Visit: Mon, 16 Nov 2009 15:12:12 -0600

**Dubuque Metropolitan Area Solid Waste Agency**  
[Files](#) [Calendar](#) [Contacts](#)  
 Members: (4) Total Visits: (1) Last 24hrs: (1)  
 Last Visit: Mon, 16 Nov 2009 15:47:58 -0600

**GSP Private FTP Site**  
[Files](#) [Calendar](#) [Contacts](#)  
 Members: (3,870) Total Visits: (23,938) Last 24hrs: (14)



## Annual Compliance Report

- ◉ Assist with Building the Components of the Annual Compliance Report
- ◉ Some of the Expected Areas for Pilots to Report:
  - Development and Implementation Progress in the 10 EMS Elements
  - Objectives and Targets (Environmental Goals), with Action Plans for Implementation, and Associated Metrics
  - Documented Improvements in the Six Areas of Interest

*Build an EMS Framework for Future Participants*



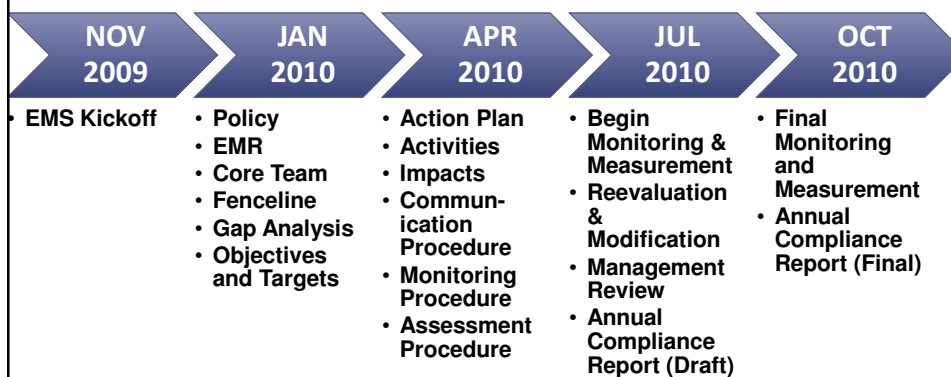
## Final Report

### • A Final Report Will be Issued Documenting the Six Pilots

- Document Progress by EMS Element
- Example Documents
- Interviews with Pilot Programs
- Hurdles/Lessons Learned
- Success Stories
- Case Studies















## EMS Development and Implementation Schedule






## Best Practices


-  **Participate!**
  -  The Best Part of This Process is Listening to and Learning from Other Pilots
  -  Share the Good, Bad, and Ugly
-  **Make Use of the Monthly Conference Calls**
  -  Prepare a List of Questions/Concerns/Comments
-  **Stay On Track with Homework**
  -  Communicate Difficulties in Advance
-  **Plan Site Visits Accordingly to Individual Needs**
  -  Setting up EMS Core Team
  -  Identification of Impacts
  -  Assessments
-  **Ask for Help!!!**





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# Questions?



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